

ATZT-CG

SUBJECT: Command Policy #31-02, Sponsorship

(3) Selected/appointed sponsors provide welcome letters and information packets within 10 days of request for a sponsor or appointment as a sponsor

b. Reactionary sponsorship will be offered to all soldiers in ranks private through colonel, and civilian employees through grade 15, who arrive at Fort Leonard Wood without a sponsor. Also, departing soldiers and civilians will be offered out-sponsorship assistance.

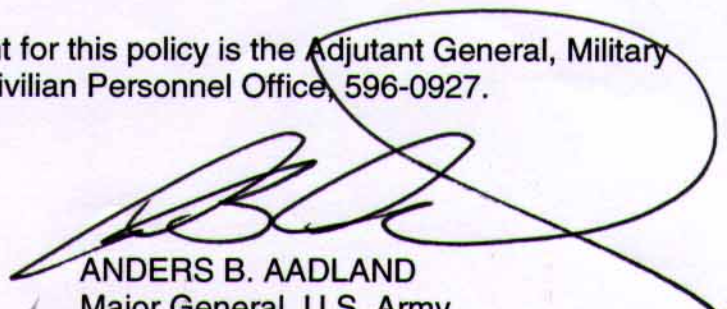
c. The Army Community Services Relocation Readiness Program provides sponsor training, welcome packets, and pre-move destination information (to include Standard Installation Topic Exchange System (SITES)) upon request. In a continuing effort to improve the sponsorship program, an inbound services survey is conducted during the Newcomers Briefing. Sponsorship information can be requested on the Fort Leonard Wood web site, www.wood.army.mil/mpo/sponsor.

d. The quarterly Organizational Inspection Program and individual surveys are administered for an effective program evaluation. To monitor results of the sponsorship program and improve services, soldiers will complete DA Form 7274, Sponsorship Program Survey, during inprocessing.

e. The Adjutant General/Military Personnel Office and Civilian Personnel Advisory Center provide administrative assistance to comply with the sponsorship program.

5. SUPERSESSION. This supersedes the previous command policy, subject as above, dated 8 May 1998.

6. PROPONENCY. The proponent for this policy is the Adjutant General, Military Personnel Office, 596-2867, and Civilian Personnel Office, 596-0927.



ANDERS B. AADLAND
Major General, U.S. Army
Commanding

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